

Issued August 26, 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM

INSULAR REGION BULLETIN 102 - ALASKA

Instructions for Completion of "Application for Payment",
Form IR-101 - Alaska

The "Application for Payment", Form IR-101 - Alaska, is the form on which data will be entered with respect to the performance of the agricultural conservation practices specified in Insular Region Bulletin 101 - Alaska, when such practices have been carried out by the operators of farms in accordance with the provisions of the 1937 Agricultural Conservation Program for the Insular Region. The data so entered will provide the basis for payment to operators of farms for the performance of such practices.

Farm inspectors will determine the data with respect to the performance of any practice on a farm, and will make all necessary measurements, and secure any additional information which is required to determine the extent to which such practices have been carried out. The following provisions of the program and general considerations will be carefully observed by farm inspectors in determining such data:

- (1) The practices for which data are entered have been carried out on the acreages and to the extent shown in accordance with the provisions of Insular Region Bulletin 101 - Alaska, and in accordance with the generally accepted standards of good farming methods, and by using the kinds and quantities of seeds, trees, and other materials normally employed for such practices; and no labor, seed, or other materials (except trees) used for such practices was furnished free by any Governmental agency.
- (2) The practices were carried out during the calendar year 1937.
- (3) When a question arises as to the extent to which a particular practice has been carried out, the inspector should accept measurement figures or amounts not greater than those which can be substantiated by available information.

Form IR-101 - Alaska should be carefully completed in duplicate (Form IR-101 and Form IR-101a) in the manner outlined below:

Heading

- (1) Local District -- The name or designating numeral of the local administrative district, if any, should be entered in the space provided.

(2) Serial Number -- The serial number of the application should be entered in the space provided.

Section I - Location of Farm

The necessary data to complete this section should be entered in the appropriate spaces. Care should be taken in describing the location of a farm, so that the farm may be readily located by the information shown.

Section II - Representations and Application for Payment

Operators of a farm, when signing Form IR-101 - Alaska are certifying to all the provisions included in this section. The attention of such operators should be called to these provisions, therefore, before they are permitted to sign the form.

Section III - Certification

(a) Certification of Inspection -- The farm inspector should sign the form in the space provided only when he is certain that all the provisions of the 1937 Agricultural Conservation Program for Alaska have been met with respect to the performance of any practices for which data are entered on the form, and that all data entered on the form are true and correct to the best of his knowledge and belief. The date on which certification is made should be entered in the appropriate space.

(b) Certificate of Representative of Insular Division -- The form is to be signed by a representative of the Insular Division who has examined the form. This examination is to include a test of the accuracy of all entries on the form, when possible, and an examination to insure that all signatures and other information on the form have been properly entered.

Section IV - Soil-Building Practices Performed

Data with respect to the performance of any practices listed in this section are to be entered in the appropriate spaces only when the respective practice has been carried out in full conformity with the provisions of the 1937 Agricultural Conservation Program for Alaska. When practices have been carried out in a manner that does not meet the full requirements of the program, no entry should be made for such practices.

Section IV has been divided into five columns for the purpose of reference. Column (1), headed "Practice Number", contains the numbers of the various practices, as numbered in Bulletin 101. Column (2), headed "Description of Practice", identifies the various practices by names as set forth in Bulletin 101, and contains spaces for the entry of acreages for those practices for which such additional data are necessary. Column (3), headed "Units Devoted to Practice",

provides spaces for the entry of units for which payment will be made for the performance of the practices. Column (4) indicates the rate of payment for each unit of the respective practices. Column (5) is for use in Washington only, and should be left blank in all cases.

1. Planting Forest Trees:

(a) Enter the acreage planted to forest trees and windbreak trees. There should be included in this entry any acreage of land which serves as a watershed for the farm, and on which this practice has been carried out.

With respect to forestation, good farming practice will be deemed to be the planting of not less than 500 trees per acre, on suitably prepared land, of a variety suitable for forestation and well adapted to the local conditions. With respect to the planting of windbreak trees, good farming practice will be considered to be the planting of a variety suitable for windbreaks, correctly planted and spaced to provide a necessary windbreak.

(b) Enter the number of hundred trees planted on the sides or crests of gulches or erosion scars.

Good farming practices with respect to the planting of such trees will be deemed to be the planting of varieties suitable for this practice, properly planted and spaced to provide protection against soil washing.

2. Control of Erosion by Terracing:

Enter the acreage on which continuous terraces were constructed in the space in column (2) and enter the number of hundred feet of such terraces in column (3). No entry should be made for the construction of Mangum-type terraces on land of 20% or more slope.

The continuous terrace must be of an approved type, properly constructed, and adequately protected against overflowing or washing. Suitable outlets for the discharge of water must be properly constructed and adequately protected to prevent washing.

3. Control of Erosion by Ditching:

Enter the number of hundred linear feet of permanent ditching constructed.

No entry should be made for this practice unless the ditching is constructed on land of 6% or more slope and unless the slope of the ditching is not greater than 4%, or when suitable outlets for the discharge of water have not been provided.

No entry should be made for any temporary field ditches, or for any ditches used for purposes of irrigation, sub-surface drainage, or under drainage, or primarily for any purpose other than the prevention of soil washing by the diversion of surface water. Ditches constructed for the duration of a crop, such as ditches made at the time of planting, which will be plowed out after the crop is harvested, cannot be considered as permanent.

4. Control of Gullies:

(a) Enter the number of cubic yards of fill or construction made in gullies.

The fill or construction must be adequately protected from washing by check dams properly spaced and must be made in gullies not more than 4 feet in depth.

(b) Enter the number of linear feet of check dams constructed.

The check dams must be so constructed that washing will not occur at their intersection with the sides of gullies and must be securely anchored.

5. Contour Cultivation:

(a) Enter the acreage of land of 2% or more slope which has been plowed, planted and cultivated along contour lines.

Such land must be plowed and cultivated as well as planted along correctly determined contour lines.

(b) Enter the acreage of land listed along contour lines for fallowing or for planting protective nondepleting cover crops.

The land must be listed along correctly determined contour lines, at intervals which conform to good farming practice. In addition, if the land is of 8% or more slope, it must be properly terraced.

(c) Enter the acreage of land of 2% or more slope strip-cropped along contour lines with protective nondepleting cover crops or perennial varieties of crops which will prevent soil washing.

In order to conform to good farming practice the contour lines must be correctly determined, and the area of protective nondepleting cover crops must be not less than 25% of the total acreage so planted.

6. Planting Protective Nondepleting Cover Crops:

(a) Enter the acreage of land interplanted with protective nondepleting cover crops.

(b) Enter the number of acres on which protective nondepleting cover crops have been planted in rotation or for green manuring. Show the acreage of either irrigated or non-irrigated land in the spaces provided.

(c) Enter the number of acres on which perennial varieties of such crops are planted for permanent pasture or for cutting green for livestock feed. Show the acreage of either irrigated or non-irrigated land in the spaces provided.

For the purposes of this section, protective nondepleting cover crops are those set forth in Part III of Bulletin 101 - Alaska.

Good farming practice with respect to the planting of protective nondepleting cover crops will be deemed to be the proper preparation of the soil, and the planting of the normal amount of seed used for such practices on land adapted to such crops.

7. Lime Applied:

(a) Enter the acreage to which ground limestone or its equivalent was applied in the space provided in column (2) and enter the tons of such lime in column (3).

(b) Enter the number of acres in column (2) to which burned or hydrated lime was applied, and enter the tons of such lime in column (3).

If the ground limestone applied is of a quality inferior to standard limestone, or if lime is included as a constituent of another material, it will be necessary to convert the weight of the inferior article or of the containing material, to a weight which will equal that of standard lime or limestone for the amount of lime applied.

Care should be exercised to determine correctly in either case the exact amount of acreage limed.

8. Chemical Fertilizer Applied:

Enter the number of acres fertilized in the space provided in column (2) and enter the number of hundred weight of such fertilizer applied in column (3).

No entry should be made for the application of chemical fertilizer which does not have as its principal constituents of value any form or combination of nitrogen, phosphoric acid or potash.

No entry should be made for the application of chemical fertilizer in any case unless the amount applied is supported by receipts, invoices or other equally satisfactory evidence.

Section V - Soil-Building Allowance and Total Payment

- (1) No entry is to be made in the space provided in line 1 of this section.
- (2) Enter in line 2, in the space provided, the number of acres of land on which one or more of practices numbered 1(a), 2, 5, 6, 7, and 8 were carried out.
- (3) No entries are to be made in line 3 of this section.

With respect to the entry made in line 2 of this section, no acre on a farm, whether cropland or not, should be included in this item unless one or more of the practices indicated above have been carried out on that acre, and no acre should be included more than once even if two or more of these practices have been carried out thereon. If one or more of practices numbered 1(b), 3, and 4 have been carried out on an acre or acreage, such acre or acreage should not be included, unless other practices were carried out on such acreage.

The inspector should determine carefully the amount of acreage referred to in (2) above. If reliable records are available from which the amount of such acreage may be ascertained, it will not be necessary to measure this acreage. If any question exists, however, as to the extent of such acreage, it will be necessary for the inspector to determine the acreage by measurement, or by any other means of equal accuracy.

Section VI - Distribution of Payments

Except as may hereafter be provided, for the purpose of the 1937 Agricultural Conservation Program for the Insular Region, a person will not be regarded as an operator unless his relation to a farm, with respect to which an application for grant is made, be that of owner, cash-tenant, share-tenant, or sharecropper, and unless he owns a portion or all of the crops growing on such farm on December 31, 1937, provided that, if no crop is growing on such farm on December 31, 1937, the person who owned a portion or all of the crop last grown on such farm will be regarded as an operator.

(a) Payment to Operators:

- (1) In the case of a sole operator of a farm, the name and address of the operator should be entered in the space provided and 100% should be entered as his percentage share of total payment.
- (2) In the case of two or more operators, the names and addresses of all the operators and the percentage share of the total payment which each is to receive should be entered. These percentage shares in all cases when added together must equal 100%.

No entries should be made in the space headed "For use in Washington only".

(b) Payment to Designated Sole Recipient for the Benefit of Operators:

(1) In the case of a person who has been designated as sole recipient by the operators of a farm, for their benefit, of the payment under application for grant, whether such a person is an operator of a group of two or more operators, or a person who is not an operator, but who controls the land included within the farm, enter the name and address of such person and indicate his status in the space provided (operator or person having control of farm).

In all cases the name and address of all the operators of a farm must be entered in Part (a) of this section. These names and addresses should be printed plainly.

Section VII - Signatures of Operators

A sole operator of a farm, or all the operators of a group of two or more operators of a farm, must sign the form in the space provided. In addition, a witness for each signature must sign in the space provided.

In all cases the signatures must correspond to the names entered in paragraph (a) of Section VI. The farm inspector must be sure that all of the operators of the farm have signed the form in this section.

GENERAL INSTRUCTIONS

(1) Equipment for Farm Inspection

(a) The necessary measuring equipment.

(b) Copies of Insular Region Bulletin 101 - Alaska and each supplement, amendment or announcement thereto.

(2) Units of Measurement

(a) The standard unit of measurement to be used by all farm inspectors should be the surveyor's chain, 66 feet in length. Use of the chain unit will simplify calculation since 10 square chains equal one acre.

(b) Fractional parts of measurements should be adjusted for entry on the form as follows: acres to the nearest tenth, hundredweight to the nearest hundred, feet to the nearest foot, and tons to the nearest ton. For example: Fractions of acres in hundredths amounting to five or less shall be dropped, while those amounting to more than five hundredths shall be considered as a whole tenth; fractions of hundred-

weight amounting to five tenths or less shall be dropped, while those amounting to more than five tenths shall be considered as a whole hundred-weight; fractions of feet amounting to six inches or less shall be dropped, while those amounting to more than six inches shall be considered as a whole foot; fractions of tons of one thousand pounds or less shall be dropped, while those of more than one thousand pounds shall be considered as whole tons.

(3) Suggested Measuring Equipment

(a) Surveyor's chain and 11 chaining pins. A "dog chain" or "tie chain" manufactured of 15-gauge wire, having a figure 8-shaped link, and with tenths of a chain marked with numbered metal tags every six and six tenths feet, makes possible fairly accurate determination of fractional parts of a chain. Chaining pins approximately 12 inches long may be made from No. 9 galvanized wire.

(b) Steel or metallic tapes, 66 feet or 132 feet in length, and 11 chaining pins.

(c) Other recognized engineering equipment or methods of land measurement which may be satisfactory.

(4) Method of Measuring

The operator or his representative should be asked to assist in making field measurements.

(a) The areas of fields will be calculated from the measurements of the sides, diagonals, or other principal dimensions of the actual crop areas excluding uncultivated areas along fences or roads or within crop bounds. In the case of cultivated crops, one-half of the width of the row should serve as a guide in determining the distance allowed around the edge of the field as the outside boundary of the field.

(b) Distances should be measured to the nearest twentieth of a chain. If chains are calibrated in tenths, one-half of a tenth may be estimated.

(c) The acreage devoted to windbreak trees can be determined in the case of a single row of trees by multiplying the length of a row by 10 feet. In the case of windbreaks of two or more rows, the acreage for this practice can be determined by multiplying the length of the rows by the sum of the distance between the outside rows and 10 feet.

(d) The extent of ditching or continuous terracing will be determined by measuring the linear feet of ditches or terraces constructed. The extent of check dams constructed will be determined by measuring the total linear feet of all such check dams.

(e) The determination of cubic yards in the case of gully fill will be made by multiplying the average depth of the amount by the average length and the average width, in feet. The resulting sum will then be converted to cubic yards by dividing by 27.

(5) Determination of Quantity or Amounts

(a) In the case of application of lime or chemical fertilizer, it will be necessary for the farm inspector to determine the amounts or quantities of such materials applied to land on the farm in 1937. For this purpose, in all cases in which an application for grant is made for the application of lime or chemical fertilizer on a farm, the inspector must secure from the operator(s) receipts, invoices, or equally satisfactory evidence, which will indicate that the materials have been delivered to the farm in 1937. In no case should receipts or invoices, showing the delivery of these materials to the farm in 1936, be accepted in this connection. In the event that an operator is unable to supply such evidence in support of his application for grant for these practices, it will be necessary that other evidence be submitted to the Officer in Charge of the Insular District which is acceptable, before any entry can be made for the performance of these practices.

(6) Form and Authority for Signatures

Operators of a farm only may sign an application for grant. Signatures of operators should be in the forms indicated below as correct. The farm inspectors must determine that each person who signs an application in a representative or fiduciary capacity (as agent, officer of a corporation, executor, etc.) is properly authorized to sign in such capacity. If the inspector does not have knowledge of the fact that such person is properly authorized to sign in such capacity, he should require the presentation of documentary proof of authority (refer to Form ACP-16 for a detailed explanation of what types of documentary authority should be accepted). The execution of the Certificate of Inspection, paragraph (a) of Section III of the form, shall constitute a certification on behalf of the inspector that the person who signs the application in a representative or fiduciary capacity possesses the necessary authority to so sign. Documentary proof of authority in such cases may be returned to the operator or retained in the files of the local office of the Insular Division. It should not be forwarded to Washington.

FORM OF SIGNATURE

	Correct	Incorrect
By an individual	John Doe	
By a sole proprietor operating under a trade name	XYZ Company by John Doe, Sole Proprietor	XYZ Company by John Doe

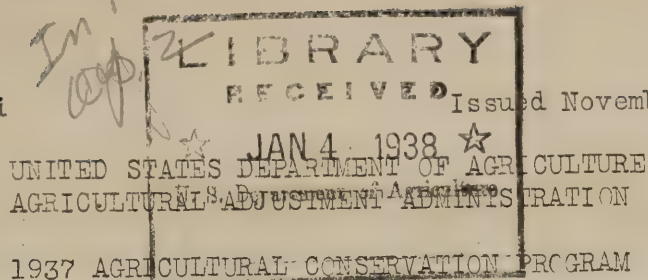
By an agent	John Doe by Henry Smith, Agent	Henry Smith, Agent or John Doe by Henry Smith
For a corporation	ABC Company, Inc. by John Doe, President (or other title)	John Doe, President or ABC Company, Inc. by John Doe
For a partnership	Smith and Jones by Henry Smith, Partner	Smith and Jones or Smith and Jones by Henry Smith
By Co-owners	John Smith Henry Jones, Co-owners	Smith and Jones, or Smith and Jones by Henry Jones
By an Executor	John Doe, Executor of the Estate of Henry Smith, De- ceased	Estate of Henry Smith, Deceased, or John Doe, Executor
By an Administrator	John Doe, Admin- istrator of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, or John Doe, Admin- istrator
By a Guardian or Committee	John Doe, Guardian (or committee) of the Estate of Henry Smith, Minor (or Incompetent)	John Doe, Guardian
By a Receiver or Liquidator	John Doe, Receiver (or Liquidator) of ABC Company	ABC Company or John Doe, Receiver
By a Trustee	John Doe, Trustee for the Heirs of the Henry Smith Estate	Heirs of the Henry Smith Estate, by John Doe, Trustee

The title of any State, county, municipal, or Federal officer must be given with his signature.

(9) All forms should be carefully checked in the local office of the Insular Division to insure that they have been correctly completed, that the data have been properly entered, and that no discrepancies exist as to data entered in various parts of the form.

(10) When an adequate supply of Forms IR-101 - Alaska is completed, the forms should be carefully packed and shipped to Washington. In addition, transmittal sheets, correctly filled out for each shipment, should be included in the shipment. Forms IR-101(a) are to be filed in the local office of the Insular Division.

1.42
In
IR-B-102 -- Hawaii



Issued November 26, 1937

INSULAR REGION BULLETIN 102 - HAWAII

Instructions for Completion of "Application for Payment", Form IR-101 - Hawaii

The "Application for Payment", Form IR-101 - Hawaii, is the form on which data will be entered with respect to the performance of the agricultural conservation practices specified in Insular Region Bulletin 101 - Hawaii, when such practices have been carried out by the operators of farms in accordance with the provisions of the 1937 Agricultural Conservation Program for the Insular Region. The data so entered will provide the basis for payment to operators of farms for the performance of such practices.

Farm inspectors will determine the data with respect to the performance of any practice on a farm, and will make all necessary measurements and secure any additional information which is required to determine the extent to which such practices have been carried out. The following provisions of the program and general considerations will be carefully observed by farm inspectors in determining such data:

- (1) The practices for which data are entered must have been carried out on the acreages and to the extent shown, in accordance with the provisions of Insular Region Bulletin 101 - Hawaii, in accordance with the generally accepted standards of good farming methods, by using the kinds and quantities of seeds, trees, and other materials normally employed for such practices, and with no labor, seed, or other materials (except trees) used for such practices furnished free by any Governmental agency.
- (2) The practices must have been carried out during the calendar year 1937.
- (3) In the event that a farm is classified as a "plantation farm" according to the provisions of Insular Region Bulletin 101 - Hawaii, a Form IR-102 must be completed for such farm.
- (4) When a question arises as to the extent to which a particular practice has been carried out, the inspector should accept measurement figures or amounts not greater than those which can be substantiated by available information.

Form IR-101 - Hawaii should be carefully completed in duplicate (Form IR-101 and Form IR-101a) in the manner outlined below:

Heading

- (1) Local district - The name or designating numeral of the local administrative district should be entered in the space provided.
- (2) Serial number - The serial number of the application should be entered in the space provided.

Section I - Location of Farm

The necessary data to complete this section should be entered in the appropriate spaces. Care should be taken in describing the location of a farm, so that the farm may be readily located by the information shown.

Section II - Representations and Application for Payment

Operators of a farm, when signing Form IR-101 - Hawaii are certifying to all the provisions included in this section. The attention of such operators should be called to these provisions, therefore, before they are permitted to sign the form.

Section III - Certification

(a) Certification of inspection - The farm inspector should sign the form in the space provided only when he is certain that all the provisions of the 1937 Agricultural Conservation Program for Hawaii have been met with respect to the performance of any practices for which data are entered on the form, and that all data entered on the form are true and correct to the best of his knowledge and belief. The date on which certification is made should be entered in the appropriate space.

(b) Certificate of representative of Insular Division - The form is to be signed by a representative of the Insular Division who has examined the farm. This examination is to include a test of the accuracy of all entries on the form, when possible, and an examination to insure that all signatures and other information on the form have been properly entered.

Section IV - Soil-Building Practices Performed

Data with respect to the performance of any practices listed in this section are to be entered in the appropriate spaces only when the respective practice has been carried out in full conformity with the provisions of the 1937 Agricultural Conservation Program for Hawaii. When practices have been carried out in a manner that does not meet the full requirements of the program, no entry should be made for such practices.

Section IV has been divided into five columns for the purpose of reference. Column (1), headed "Practice Number", contains the numbers of the various practices, as numbered in Bulletin 101. Column (2), headed "Description of Practice", identifies the various practices by names as set forth in Bulletin 101, and contains spaces for the entry of acreages for those practices for which such additional data are necessary. Column (3), headed "Units Devoted to Practice", provides spaces for the entry of units for which payment will be made for the performance of the practices. Column (4) indicates the rate of payment for each unit of the respective practices. Column (5) is for use in Washington only, and should be left blank in all cases.

1. Planting forest trees:

(a) Enter the acreage planted to forest trees and windbreak trees. There should be included in this entry any acreage of land which serves as a watershed for the farm, and on which this practice has been carried out.

With respect to forestation, good farming practice will be deemed to be the planting of not less than 500 trees per acre, on suitably prepared land, of a variety suitable for forestation and well adapted to the local conditions. With respect to the planting of windbreak trees, good farming practice will be considered to be the planting of a variety suitable for windbreaks, correctly planted and spaced to provide a necessary windbreak.

(b) Enter the number of hundred trees planted on sides or crests of gulches or erosion scars.

Good farming practices with respect to the planting of such trees will be deemed to be the planting of varieties suitable for this practice, properly planted and spaced to provide protection against soil washing.

2. Control of erosion by terracing:

(a) Enter the acreage on which continuous terraces have been constructed, in the appropriate space in column (2) and enter the number of hundred feet of such terraces in column (3). No entry should be made for the construction of Mangum-type terraces on land of 20% or more slope.

The continuous terrace must be of an approved type, properly constructed, and adequately protected against overflowing or washing. Suitable outlets for the discharge of water must be properly constructed and adequately protected to prevent washing.

(b) Enter the acreage on which individual terraces or catch pits around coffee trees have been constructed.

No entry of acreage should be made for this practice unless at least 1000 feet of ditching, as specified in practice 3(a) of Bulletin 101, is maintained on each such acre.

The individual terraces or the catch pits must be of adequate length and depth to conform to good farming practice, and there must be not less than 500 of either per acre on the acreage on which the practice was carried out.

3. Control of erosion by ditching:

(a) Enter the number of hundred feet of permanent ditching constructed.

No entry should be made for this practice unless the ditching is constructed on land of 6% or more slope and unless the slope of the ditching is not greater than 4%, and unless suitable outlets for the discharge of water have been provided.

No entry should be made for any temporary field ditches, or for any ditches used for purposes of irrigation, sub-surface drainage, or under drainage, or primarily for any purpose other than the prevention of soil washing by the diversion of surface water. Ditches constructed for the duration of a crop, such as ditches made at the time of a sugarcane planting, which will be plowed out when the stubble is plowed out, cannot be considered as permanent.

(b) Enter the number of hundred feet of temporary ditching constructed.

No entry should be made for this practice unless the ditching is constructed on land of 6% or more slope, and unless the slope of the ditching is not greater than 4%, and unless suitable outlets for the discharge of water have been provided.

No entry should be made for the construction of such ditches used for the purpose of irrigation, sub-surface drainage, or under drainage, or primarily for any purpose other than the diversion of surface water to prevent soil washing.

(c) Enter the number of square feet of ditches lined with concrete or stone set in mortar.

No entry should be made for this practice unless the ditching lined has a grade of 2% or more, and unless the lining is so constructed as to prevent soil washing in the ditch. In addition, no entry should be made for hand-applied plaster lining.

4. Control of gullies:

(a) Enter the number of cubic yards of fill or construction made in gullies.

The fill or construction must be adequately protected from washing by check dams properly spaced and must be made in gullies not more than 4 feet in depth.

(b) Enter the number of linear feet of check dams constructed.

The check dams must be so constructed that washing will not occur at their intersection with the sides of gullies and must be securely anchored.

5. Contour cultivation:

(a) Enter the acreage of land of 2% or more slope which has been plowed, planted and cultivated along contour lines.

Such land must be plowed and cultivated as well as planted during the year along correctly determined contour lines.

(b) Enter the acreage of land listed along contour lines or at right angles to the direction of prevailing winds, for fallowing, or for planting protective nondepleting cover crops.

The land which is contour listed must be listed along correctly determined contour lines, at intervals which conform to good farming practice. In addition, if the land is of 8% or more slope, it must be properly terraced.

No entry should be made for listing land at right angles to the direction of prevailing winds, unless the land is subject to wind erosion.

(c) Enter the acreage of range land furrowed along contour lines.

No entry should be made for this practice unless the furrows are not less than 8 inches in width and 4 inches in depth, dammed at intervals of not more than 100 feet, and with intervals between furrows not more than 25 feet. In addition, the contour lines must be correctly determined.

(d) Enter the acreage of land of 2% or more slope strip-cropped along contour lines with protective nondepleting cover crops or perennial varieties of crops which will prevent soil washing.

In order to conform to good farming practice the contour lines must be correctly determined, and the area of protective nondepleting cover crops must be not less than 25% of the total acreage so planted.

6. Planting protective nondepleting cover crops:

(a) Enter the acreage of land interplanted with protective nondepleting cover crops.

(b) Enter the number of acres on which protective nondepleting cover crops have been planted in rotation or for green manuring. Show the acreage of either irrigated or non-irrigated land in the spaces provided.

(c) Enter the number of acres planted to perennial varieties of such crops for permanent pasture or for cutting green for livestock feed. Show the acreage of either irrigated or non-irrigated land in the spaces provided.

(d) Enter the acreage of range land seeded to perennial grasses or legumes.

Good farming practice with respect to the planting of protective nondepleting cover crops will be deemed to be the proper preparation of the soil, and the planting of the normal amount of seed used for such practices on land adapted to such crops. In the case of practice 6(d), however, preparation of the soil is not required.

For the purposes of this section, protective nondepleting cover crops are those set forth in Part III of Bulletin 101 - Hawaii.

7. Applying ground limestone:

(a) Enter the acreage to which ground limestone or its equivalent was applied in the space provided in column (2) and enter the tons of such lime in column (3).

(b) Enter the number of acres in column (2) to which burned or hydrated lime was applied, and enter the tons of such lime in column (3).

If the ground limestone applied is of a quality inferior to standard limestone, or if lime is included as a constituent of another material, it will be necessary to convert the weight of the inferior article or of the containing material, to a weight which will equal that of standard lime or limestone for the amount of lime applied.

Care should be exercised to determine correctly in either case the exact amount of acreage limed.

8. Applying chemical fertilizer:

Enter the number of acres fertilized in the space provided in column (2) and enter the number of hundredweight of such fertilizer applied in column (3).

No entry should be made for the application of chemical fertilizer which does not have as its principal constituents of value any form of combination of nitrogen, phosphoric acid or potash.

No entry should be made for the application of chemical fertilizer on land on plantation farms unless the average amount applied per acre is equal to or in excess of the minimum for such farms as set forth in IR-Announcement 1, when shown by a completed copy for the farm of Form IR-102.

No entry should be made for the application of chemical fertilizer in any case unless the amount is supported by receipts, invoices or other equally satisfactory evidence.

9. Range fences:

Enter the number of rods of cross or drift fences constructed on range land.

No entry should be made for this practice unless the fences are constructed with three or more wires, with posts not more than 20 feet apart and with the corner and end posts well braced, and the wires tightly stretched. In addition, the fences must be for the purpose of protecting range land which has been reforested or reseeded or for permitting the natural replenishment of range vegetation.

10. Eradicating range-destroying plants:

Enter the number of acres of range land on which range-destroying plants have been eradicated, and which has been reseeded to perennial grasses or legumes.

No entry should be made for this practice unless there has been complete eradication of all range-destroying plants on the acreage and unless there has been obtained a good stand of legumes or perennial grasses to which the land was reseeded. In addition, if the land is of 2% or more slope, practice numbered 5(c) must have been correctly carried out.

Section V - Soil-Building Allowance and Total Payment

(1) No entry is to be made in the space provided in line 1 of this section.

(2) Enter in line 2, in the space provided, the number of acres of land on which one or more of practices numbered 1(a), 2, 5, 6, 7, and 8 were carried out.

(3) No entries are to be made in line 3 of this section.

With respect to the entry made in line 2 of this section, no acre on a farm, whether cropland or not, should be included in this item unless one or more of the practices indicated above have been carried

out on that acre, and no acre should be included more than once even if two or more of these practices have been carried out thereon. If one or more of practices numbered 1(b), 3, 4, 9, and 10 have been carried out on an acre or acreage, such acre or acreage should not be included, unless other practices were carried out on such acreage.

The inspector should determine carefully the amount of acreage referred to in (2) above. If reliable records are available from which the amount of such acreage may be ascertained, it will not be necessary to measure this acreage. If any question exists, however, as to the extent of such acreage, it will be necessary for the inspector to determine the acreage by measurement, or by any other means of equal accuracy.

Section VI - Distribution of Payments

Except as may hereafter be provided, for the purpose of the 1937 Agricultural Conservation Program for the Insular Region, a person will not be regarded as an operator unless his relation to a farm, with respect to which an application for payment is made, be that of owner, cash-tenant, share-tenant, or sharecropper, and unless he owns a portion or all of the crops growing on such farm on December 31, 1937, provided that, if no crop is growing on such farm on December 31, 1937, the person who owned a portion or all of the crop last grown on such farm will be regarded as an operator.

(a) Payment to operators:

(1) In the case of a sole operator of a farm, the name and address of the operator should be entered in the space provided, and 100% should be entered as his percentage share of total payment.

(2) In the case of two or more operators, the names and addresses of all the operators and the percentage share of the total payment which each is to receive should be entered. These percentage shares in all cases when added together must equal 100%. When a sole recipient is designated to receive the payment, the percentage shares of operators should not be entered. When there are more than three operators of a farm, Supplement 1 to Form IR-101 should be used to list the additional names, and when completed should be attached to Form IR-101. In addition, the phrase "See Supplement 1, attached" should be typed following the heading "Distribution of Payments".

No entries should be made in the space headed "For use in Washington only".

(b) Payment to designated sole recipient for the benefit of operators:

(1) In the case of a person who has been designated as sole recipient by the operators of a farm, for their benefit, of the payment under application for payment, whether such person is an

operator of a group of two or more operators, or a person who is not an operator but who controls the land included within the farm, enter the name and address of such person and indicate his status in the space provided (operator or person having control of farm).

In all cases the name and address of all the operators of a farm must be entered in Part (a) of this section. These names and addresses should be printed plainly.

SECTION VII - SIGNATURES OF OPERATORS

A sole operator of a farm, or all the operators of a group of two or more operators of a farm, must sign the form in the space provided. In addition, a witness for each signature must sign in the space provided. (Where there are more than three operators of a farm, the operators, whose names are listed on Supplement 1, should sign in the spaces provided in the supplement. In addition, each signature should be witnessed).

In all cases the signatures must correspond to the names entered in paragraph (a) of Section VI. The farm inspector must be sure that all of the operators of the farm have signed the form in this section.

GENERAL INSTRUCTIONS

(1) Equipment for farm inspection

(a) The necessary measuring equipment.

(b) Copies of Insular Region Bulletin 101 - Hawaii and each supplement, amendment and announcement thereto.

(2) Units of measurement

(a) The standard unit of measurement to be used by all farm inspectors should be the surveyor's chain, 66 feet in length. Use of the chain unit will simplify calculation since 10 square chains equal one acre.

(b) Fractional parts of measurements should be adjusted for entry on the form as follows: acres to the nearest tenth, hundredweight to the nearest hundred, feet to the nearest foot, hundred feet to the nearest hundred, and tons to the nearest ton. For example: Fractions of acres in hundredths amounting to five or less shall be dropped, while those amounting to more than five hundredths shall be considered as a whole tenth; fractions of hundredweight amounting to five tenths or less shall be dropped, while those amounting to more than five tenths shall be considered as a whole hundredweight; fractions of feet amounting to six inches or less shall be dropped, while those amounting to more than six inches shall be considered as a whole foot; fractions of hundred feet of fifty feet or less shall be dropped, while fractions of more than fifty feet shall be considered as one hundred feet; fractions of tons of one thousand pounds or less shall be dropped, while those of more than one thousand pounds shall be considered as whole tons.

(3) Suggested measuring equipment

(a) Surveyor's chain and 11 chaining pins. A "dog chain" or "tie chain" manufactured of 15-gauge wire, having a figure 8-shaped link, and with tenths of a chain marked with numbered metal tags every six and six-tenths feet, makes possible fairly accurate determination of fractional parts of a chain. Chaining pins approximately 12 inches long may be made from No. 9 galvanized wire.

(b) Steel or metallic tapes, 66 feet or 132 feet in length, and 11 chaining pins.

(c) Other recognized engineering equipment or methods of land measurement which may be satisfactory.

(4) Method of measuring

The operator or his representative should be asked to assist in making field measurements.

(a) The areas of fields will be calculated from the measurements of the sides, diagonals, or other principal dimensions of the actual crop areas excluding uncultivated areas along fences or roads or within crop bounds. In the case of uncultivated crops, one-half of the width of the row should serve as a guide in determining the distance allowed around the edge of the field as the outside boundary of the field.

(b) Distances should be measured to the nearest twentieth of a chain. If chains are calibrated in tenths, one-half of a tenth may be estimated.

(c) The acreage devoted to windbreak trees can be determined in the case of a single row of trees by multiplying the length of the row by 10 feet. In the case of windbreaks of two or more rows, the acreage for this practice can be determined by multiplying the length of the rows by the sum of the distance between the outside rows and 10 feet.

(d) The extent of ditching or continuous terracing will be determined by measuring the linear feet of ditches or terraces constructed. The extent of check dams constructed will be determined by measuring the total linear feet of all such check dams.

(e) The determination of square feet in the lining of irrigation ditches will be made as follows: (1) In the case of ditches having a flat or near flat bottom, multiply the sum of the width and twice the depth by the length of the lining; (2) in the case of half round lining (including pipes) multiply the length of the lining by one-half its diameter and multiply this product by 3.1416. Inside measurements should be used.

(f) The determination of cubic yards, in the case of gully fill, will be made by multiplying the average depth of the amount by the average length and the average width, in feet. The resulting sum will then be converted to cubic yards by dividing by 27.

(5) Determination of quantity or amounts

(a) In the case of application of lime or chemical fertilizer, it will be necessary for the farm inspector to determine the amounts or quantities of such materials applied to land on the farm in 1937. For this purpose, in all cases in which an application for payment is made for the application of lime or chemical fertilizer on a farm, the inspector must secure from the operator(s) receipts or invoices which will indicate that the materials have been delivered to the farm in 1937. In no case should receipts or invoices, showing the delivery of these materials to the farm in 1936, be accepted in this connection.

In the event that an operator is unable to supply such evidence in support of his application for payment for these practices, it will be necessary that other evidence be submitted to the officer in charge of the Insular District which is acceptable, before any entry can be made for the performance of these practices.

(6) Form and authority for signatures -

Operators of a farm only may sign an application for payment. Signatures of operators should be in the forms indicated below as correct. The farm inspectors must determine that each person who signs an application in a representative or fiduciary capacity (as agent, officer of a corporation, executor, etc.) is properly authorized to sign in such capacity. If the inspector does not have knowledge of the fact that such person is properly authorized to sign in such capacity, he should require the presentation of documentary proof of authority (refer to Form ACP-16 for a detailed explanation of what types of documentary authority should be accepted). The execution of the Certificate of Inspection, paragraph (a) of Section III of the form, shall constitute a certification on behalf of the inspector that the person who signs the application in a representative or fiduciary capacity possesses the necessary authority to so sign. Documentary proof of authority in such cases may be returned to the operator or retained in the files of the local office of the Insular Division. It should not be forwarded to Washington.

FORM OF SIGNATURE

	Correct	Incorrect
By an individual	John Doe	
By a sole proprietor operating under a trade name	XYZ Company by John Doe, Sole Proprietor	XYZ Company by John Doe
By an agent	John Doe by Henry Smith, Agent	Henry Smith, Agent or John Doe by Henry Smith

For a corporation	ABC Company, Inc. by John Doe, President (or other title)	John Doe, President or ABC Company, Inc. by John Doe
For a partnership	Smith and Jones by Henry Smith, Partner	Smith and Jones or Smith and Jones by Henry Smith
By Co-owners	John Smith Henry Jones, Co-owners	Smith and Jones or Smith and Jones, by Henry Jones
By an Executor	John Doe, Executor of the Estate of Henry Smith, De- ceased	Estate of Henry Smith, Deceased, or John Doe, Executor
By an Administrator	John Doe, Admin- istrator of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, or John Doe, Administrator
By a Guardian or Committee	John Doe, Guardian (or committee) of the Estate of Henry Smith, Minor (or Incompetent)	John Doe, Guardian
By a Receiver or Liquidator	John Doe, Receiver (or Liquidator) of ABC Company	ABC Company or John Doe, Receiver
By a Trustee	John Doe, Trustee for the Heirs of the Henry Smith Estate	Heirs of the Henry Smith Estate, by John Doe, Trustee

The title of any State, county, municipal, or Federal officer must be given with his signature.

(7) All forms should be carefully checked in the local office of the Insular Division to insure that they have been correctly completed, that the data have been properly entered, and that no discrepancies exist as to data entered in various parts of the form.

(8) When an adequate supply of Forms IR-101 - Hawaii is completed, the forms should be carefully packed and shipped to Washington. In addition, transmittal sheets correctly filled out for each shipment should be included in the shipment. Forms IR-101(a) are to be filed in the local office of the Insular Division.

IR-B-102 - Puerto Rico

Issued November 26, 1937

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1937 AGRICULTURAL CONSERVATION PROGRAM

Insular Region Bulletin 102 - Puerto Rico

Instructions for Completion of "Application for Payment",
Form IR-101 - Puerto Rico

The "Application for Payment", Form IR-101 - Puerto Rico, is the form on which data will be entered with respect to the performance of the agricultural conservation practices specified in Insular Region Bulletin 101 - Puerto Rico, when such practices have been carried out by the operators of farms in accordance with the provisions of the 1937 Agricultural Conservation Program for the Insular Region. The data so entered will provide the basis of payment to operators of farms for the performance of such practices.

Farm inspectors will determine the data with respect to the performance of any practice on a farm, and will make all necessary measurements, and secure any additional information which is required to determine the extent to which such practices are carried out. The following provisions of the program and general considerations will be carefully observed by farm inspectors in determining such data:

- (1) The practices for which data are entered must have been carried out on the acreages and to the extent shown, in accordance with the provisions of Insular Region Bulletin 101 - Puerto Rico, in accordance with the generally accepted standards of good farming methods, by using the kinds and quantities of seeds, trees, and other materials normally employed for such practices, and with no labor, seed, or other materials (except trees) used for such practices furnished free by any Governmental agency.
- (2) The practices must have been carried out during the calendar year 1937.
- (3) In the event that a farm is classified as a "plantation farm" according to the provisions of Insular Region Bulletin 101 - Puerto Rico, a Form IR-102 must be completed for such farm.
- (4) When a question arises as to the extent to which a particular practice has been carried out, the inspector should accept measurement figures on amounts not greater than those which can be substantiated by available information.

Form IR-101 - Puerto Rico should be carefully completed in duplicate (Form IR-101 and Form IR-101a) in the manner outlined below:

Heading

- (1) Local District -- The name or designating numeral of the local administrative district should be entered in the space provided.
- (2) Serial Number -- The serial number of the application should be entered in the space provided.

Section I - Location of Farm

The necessary data to complete this section should be entered in the appropriate spaces. Care should be taken in describing the location of a farm, so that the farm may be readily located by the information shown.

Section II - Representations and Application for Payment

Operators of a farm, when signing Form IR-101 - Puerto Rico, are certifying to all the provisions included in this section. The attention of such operators should be called to these provisions, therefore, before they are permitted to sign the form.

Section III - Certification

(a) Certification of Inspection -- The farm inspector should sign the form in the space provided only when he is certain that all the provisions of the 1937 Agricultural Conservation Program for Puerto Rico have been met with respect to the performance of any practices for which data are entered on the form, and that all data entered on the form are true and correct to the best of his knowledge and belief. The date on which certification is made should be entered in the appropriate space.

(b) Certificate of Representative of Insular Division -- The form is to be signed by a representative of the Insular Division who has examined the form. This examination is to include a test of the accuracy of all entries on the form, when possible, and an examination to insure that all signatures and other information on the form have been properly entered.

Section IV - Soil-Building Practices Performed

Data with respect to the performance of any practices listed in this section are to be entered in the appropriate spaces only when the respective practice has been carried out in full conformity with the provisions of the 1937 Agricultural Conservation Program for Puerto Rico. When practices have been carried out in a manner that does not meet the full requirements of the program, no entry should be made for such practices.

Section IV has been divided into five columns for the purpose of

reference. Column (1), headed "Practice Number", contains the numbers of the various practices, as numbered in Bulletin 101. Column (2), headed "Description of Practice", identifies the various practices by names as set forth in Bulletin 101, and contains spaces for the entry of acreages for those practices for which such additional data are necessary. Column (3), headed "Units Devoted to Practice", provides spaces for the entry of units for which payment will be made for the performance of the practices. Column (4) indicates the rate of payment for each unit of the respective practices. Column (5) is for use in Washington only, and should be left blank in all cases.

1. Planting Forest Trees:

(a) Enter the acreage planted to forest trees and windbreak trees. There should be included in this entry any acreage of land which serves as a watershed for the farm, and on which this practice has been carried out.

With respect to forestation, good farming practice will be deemed to be the planting of not less than 500 trees per acre, on suitably prepared land, of a variety suitable for forestation and well adapted to the local conditions. With respect to the planting of windbreak trees, good farming practice will be considered to be the planting of a variety suitable for windbreaks, correctly planted and spaced to provide a necessary windbreak.

(b) Enter the acreage planted to a normal number of coffee shade trees in established coffee groves.

Good farming practices with respect to the planting of coffee shade trees will be deemed to be the planting of not less than 100 trees per acre of a variety satisfactory for this practice.

(c) Enter the acreage planted to Erythrina, by planting cuttings.

Good farming practice with respect to the planting of Erythrina will be deemed to be the planting of cuttings in an amount not less than 1000 per acre, on suitably prepared land.

2. Control of Erosion by Terracing:

(a) Enter the acreage on which continuous terraces have been constructed in the space in column (2), and enter the number of hundred feet of such terraces in column (3). No entry should be made for the construction of Mangum-type terraces on land of 20% or more slope.

The continuous terrace must be of an approved type, properly constructed, and adequately protected against overflowing or washing. Suitable outlets for the discharge of water must be properly constructed and adequately protected to prevent washing.

(b) Enter the acreage on which individual terraces or catch pits around coffee trees have been constructed.

No entry of acreage should be made for this practice unless at least 1000 feet of ditching, as specified in practice 3(a) of Bulletin 101, are maintained on each such acre.

The individual terraces or the catch pits must be of adequate length and depth to conform to good farming practice, and there must be not less than 500 of either per acre on the acreage on which the practice was carried out.

3. Control of Erosion by Ditching:

(a) Enter the number of hundred feet of permanent ditching constructed.

No entry should be made for this practice unless the ditching is constructed on land of 6% or more slope, unless the slope of the ditching is not greater than 4%, and unless suitable outlets for the discharge of water have been provided.

No entry should be made for any temporary field ditches, or for any ditches used for purposes of irrigation, sub-surface drainage, or under drainage, or primarily for any purpose other than the prevention of soil washing by the diversion of surface water. Ditches constructed for the duration of a crop, such as ditches made at the time of a sugarcane planting, which will be plowed out when the stubble is plowed out, cannot be considered as permanent.

(b) Enter the number of hundred feet of temporary ditching constructed.

No entry should be made for this practice unless the ditching is constructed on land of 6% or more slope, and unless the slope of the ditching is not greater than 4%, and unless suitable outlets for the discharge of water have been provided.

No entry should be made for the construction of such ditches used for the purpose of irrigation, sub-surface drainage, or under drainage, or primarily for any purpose other than the diversion of surface water to prevent soil washing.

4. Control of Gullies:

(a) Enter the number of cubic yards of fill or construction made in gullies.

The fill or construction must be adequately protected from washing by check dams properly spaced, and must be made in gullies not more than 4 feet in depth.

(b) Enter the number of linear feet of check dams constructed.

The check dams must be so constructed that washing will not occur

at their intersection with the sides of gullies and must be securely anchored.

5. Contour Cultivation:

(a) Enter the acreage of land of 2% or more slope which has been plowed, planted and cultivated along contour lines.

Such land must be plowed and cultivated as well as planted during the year along correctly determined contour lines.

(b) Enter the acreage of land listed along contour lines for fallowing, or for planting a protective nondepleting cover crop.

The land must be listed along correctly determined contour lines, at intervals which conform to good farming practice. In addition, if the land is of 8% or more slope, it must be properly terraced.

(c) Enter the acreage of land of 2% or more slope strip-cropped along contour lines with protective nondepleting cover crops or perennial varieties of crops which will prevent soil washing.

In order to conform to good farming practice the contour lines must be correctly determined, and the area of protective nondepleting cover crops must be not less than 25% of the total acreage so planted.

6. Planting Protective Nondepleting Cover Crops:

(a) Enter the acreage of land interplanted to protective non-depleting cover crops.

(b) Enter the number of acres on which protective nondepleting cover crops have been planted in rotation or for green manuring. Show the acreage of either irrigated or non-irrigated land in the spaces provided.

(c) Enter the number of acres planted to perennial varieties of such crops for permanent pasture or for cutting green for livestock feed. Show the acreage of either irrigated or non-irrigated land in the spaces provided.

For the purposes of this section, protective nondepleting cover crops are those set forth in Part IV of Bulletin 101 - Puerto Rico.

Any acreage entered in this section is not to be entered in line 3 of section V of Form IR-101.

Good farming practice with respect to the planting of protective nondepleting cover crops will be deemed to be the proper preparation of the soil, and the planting of the normal amount of seed used for such practices on land adapted to such crops.

7. Applying Ground Limestone:

(a) Enter the acreage to which ground limestone or its equivalent was applied in the space provided in column (2) and enter the tons of such lime in column (3).

(b) Enter the number of acres in column (2) to which burned or hydrated lime was applied, and enter the tons of such lime in column (3).

If the ground limestone applied is of a quality inferior to standard limestone, or if lime is included as a constituent of another material, it will be necessary to convert the weight of the inferior article or of the containing material, to a weight which will equal that of standard lime or limestone for the amount of lime applied.

Care should be exercised to determine correctly in either case the exact amount of acreage limed.

8. Applying Chemical Fertilizer:

Enter the number of acres fertilized in the space provided in column (2) and enter the number of hundred weight of such fertilizer applied, in column (3).

No entry should be made for the application of chemical fertilizer which does not have as its principal constituents of value any form or combination of nitrogen, phosphoric acid or potash.

No entry should be made for the application of chemical fertilizer on land on plantation farms unless the average amount applied per acre is equal to or in excess of the minimum for such farms as set forth in IR-Announcement 1, when shown by a completed copy for the farm of Form IR-102.

No entry should be made for the application of chemical fertilizer in any case unless the amount applied is supported by receipts, invoices or other equally satisfactory evidence.

9. Making Compost:

Enter the number of cubic yards of compost made on the farm, for application to land on which food crops for home consumption are grown.

No entry should be made for this practice unless evidence is available that the compost will be used on land where food crops for home consumption are grown.

Section V -- Diversion of Tobacco Acreage to Protective Nondepleting Cover Crops

This section is to be completed in the manner outlined below, for all farms for which a base acreage for tobacco has been established and on which a portion of that base acreage has been diverted to protective nondepleting cover crops.

- (1) The base acreage for tobacco which has been established for the farm should be entered.
- (2) The acreage planted to tobacco on the farm in the 1937-38 tobacco season, as determined by measurement, should be entered.
- (3) The acreage planted to protective nondepleting cover crops which has been diverted from the base acreage for tobacco for the farm (not in excess of 30% of that base) and which is not included under practice 6 in section IV of the form should be entered.
- (4) No entry should be made in the space provided in line 4 of this section.

No entry should be made in this section with respect to any farm of which an operator is also an operator of another farm on which an acreage of tobacco is planted during the 1937-38 tobacco season in excess of the (or absence of a) base acreage for tobacco for such farm.

Section VI - Soil-Building Allowance and Total Payment

- (1) No entry is to be made in the space provided in line 1 of this section.
- (2) Enter in line 2, in the space provided, the number of acres of land on which one or more of practices numbered 1, 2, 5, 6, 7, and 8 were carried out.
- (3) No entries are to be made in lines 3 and 4 of this section.

With respect to the entry made in line 2 of this section, no acre on a farm, whether cropland or not, should be included in this item unless one or more of the practices indicated above have been carried out on that acre, and no acre should be included more than once even if two or more of these practices have been carried out thereon. If one or more of practices numbered 3, 4, and 9 have been carried out on an acre or acreage, such acre or acreage should not be included, unless other practices were carried out on such acreage.

The inspector should determine carefully the amount of acreage referred to in (2) above. If reliable records are available from which the amount of such acreage may be ascertained, it will not be necessary to measure this acreage. If any question exists, however, as to the extent of such acreage, it will be necessary for the inspector to determine the acreage by measurement, or by any other means of equal accuracy.

Section VII - Distribution of Payments

Except as may hereafter be provided, for the purpose of the

1937 Agricultural Conservation Program for the Insular Region, a person will not be regarded as an operator unless his relation to a farm, with respect to which an application for payment is made, be that of owner, cash-tenant, share-tenant, or sharecropper, and unless he owns a portion or all of the crops growing on such farm on December 31, 1937, provided that, if no crop is growing on such farm on December 31, 1937, the person who owned a portion or all of the crop last grown on such farm will be regarded as an operator.

(a) Payment to Operators:

(1) In the case of a sole operator of a farm, the name and address of the operator should be entered in the space provided, and 100% should be entered as his percentage share of total payment.

(2) In the case of two or more operators, the names and addresses of all the operators and the percentage share of the total payment which each is to receive should be entered. These percentage shares in all cases when added together must equal 100%. When a sole recipient is designated to receive the payment, the percentage shares of operators should not be entered. When there are more than four operators of a farm, Supplement 1 to Form IR-101 should be used to list the additional names, and when completed should be attached to Form IR-101. In addition, the phrase "See Supplement 1, attached" should be typed following the heading "Distribution of Payments".

No entries should be made in the space headed "For use in Washington only".

(b) Payment to Designated Sole Recipient for the Benefit of Operators:

(1) In the case of a person who has been designated as sole recipient by the operators of a farm, for their benefit, of the payment under application for payment, whether such person is an operator of a group of two or more operators, or a person who is not an operator, but who controls the land included within the farm, enter the name and address of such person and indicate his status in the space provided (operator or person having control of farm).

In all cases the name and address of all the operators of a farm must be entered in Part (a) of this section. These names and addresses should be printed plainly.

Section VIII - Signatures of Operators

A sole operator of a farm, or all the operators of a group of two or more operators of a farm, must sign the form in the space

provided. In addition, a witness for each signature must sign in the space provided. (Where there are more than four operators of a farm, the operators whose names are listed on Supplement 1 should sign in the spaces provided in the supplement. In addition, each signature must be witnessed).

In all cases the signatures must correspond to the names entered in paragraph (a) of Section VII. The farm inspector must be sure that all of the operators of the farm have signed the form in this section.

GENERAL INSTRUCTIONS

(1) Equipment for Farm Inspection

(a) The necessary measuring equipment.

(b) Copies of Insular Region Bulletin 101 - Puerto Rico and each supplement, amendment and announcement thereto.

(2) Units of Measurement

(a) The standard unit of measurement to be used by all farm inspectors should be the surveyor's chain, 66 feet in length. Use of the chain unit will simplify calculation since 10 square chains equal one acre.

(b) Fractional parts of measurements should be adjusted for entry on the form as follows: acres to the nearest tenth, hundredweight to the nearest hundred, feet to the nearest foot, hundred feet to the nearest hundred, and tons to the nearest ton. For example: Fractions of acres in hundredths amounting to five or less shall be dropped, while those amounting to more than five hundredths shall be considered as a whole tenth; fractions of hundredweight amounting to five tenths or less shall be dropped, while those amounting to more than five tenths shall be considered as a whole hundredweight; fractions of feet amounting to six inches or less shall be dropped, while those amounting to more than six inches shall be considered as a whole foot; fractions of hundred feet of fifty feet or less shall be dropped, while fractions of more than fifty feet shall be considered as one hundred feet; fractions of tons of one thousand pounds or less shall be dropped, while those of more than one thousand pounds shall be considered as whole tons.

(3) Suggested Measuring Equipment

(a) Surveyor's chain and 11 chaining pins. A "dog chain" or "tie chain" manufactured of 15-gauge wire, having a figure 8-shaped link, and with tenths of a chain marked with numbered metal tags every six and six-tenths feet, makes possible fairly accurate determination of fractional parts of a chain. Chaining pins approximately 12 inches long may be made from No. 9 galvanized wire.

(b) Steel or metallic tapes, 66 feet or 132 feet in length, and 11 chaining pins.

(c) Other recognized engineering equipment or methods of land measurement which may be satisfactory.

(4) Method of Measuring

The operator or his representative should be asked to assist in making field measurements.

(a) The areas of fields will be calculated from the measurements of the sides, diagonals, or other principal dimensions of the actual crop areas excluding uncultivated areas along fences or roads or within crop bounds. In the case of cultivated crops, one-half of the width of the row should serve as a guide in determining the distance allowed around the edge of the field as the outside boundary of the field.

(b) Distances should be measured to the nearest twentieth of a chain. If chains are calibrated in tenths, one-half of a tenth may be estimated.

(c) The acreage devoted to windbreak trees can be determined in the case of a single row of trees by multiplying the length of the row by 10 feet. In the case of windbreaks of two or more rows, the acreage for this practice can be determined by multiplying the length of the rows by the sum of the distance between the outside rows and 10 feet.

(d) The extent of ditching or continuous terracing will be determined by measuring the linear feet of ditches or terraces constructed. The extent of check dams constructed will be determined by measuring the total linear feet of all such check dams.

(e) The determination of cubic yards, in the case of gully fill or compost, will be made by multiplying the average depth of the amount by the average length and the average width, in feet. The resulting sum will then be converted to cubic yards by dividing by 27.

(5) Determination of Quantity or Amounts

(a) In the case of application of lime or chemical fertilizer, it will be necessary for the farm inspector to determine the amounts or quantities of such materials applied to land on the farm in 1937. For this purpose, in all cases in which an application for payment is made for the application of lime or chemical fertilizer on a farm, the inspector must secure from the operator(s) receipts or invoices which will indicate that the materials have been delivered to the farm in 1937. In no case should receipts or invoices, showing the delivery of these materials to the farm in 1936, be accepted in this connection.

In the event that an operator is unable to supply such evidence in support of his application for payment for these practices, it will be necessary that other evidence be submitted to the officer in charge of the Insular District which is acceptable, before any entry can be made for the performance of these practices.

(6) Form and Authority for Signatures - Operators of a farm only may sign an application for payment. Signatures of operators should be in the forms indicated below as correct. The farm inspectors must determine that each person who signs an application in a representative or fiduciary capacity (as agent, officer of a corporation, executor, etc.) is properly authorized to sign in such capacity. If the inspector does not have knowledge of the fact that such person is properly authorized to sign in such capacity, he should require the presentation of documentary proof of authority (refer to Form ACP-16 for a detailed explanation of what types of documentary authority should be accepted). The execution of the Certificate of Inspection, paragraph (a) of Section III of the form, shall constitute a certification on behalf of the inspector that the person who signs the application in a representative or fiduciary capacity possesses the necessary authority to so sign. Documentary proof of authority in such cases may be returned to the operator or retained in the files of the local office of the Insular Division. It should not be forwarded to Washington.

FORM OF SIGNATURE

	Correct	Incorrect
By an individual	John Doe	
By a sole proprietor operating under a trade name	XYZ Company by John Doe, Sole Proprietor	XYZ Company by John Doe
By an agent	John Doe by Henry Smith, Agent	Henry Smith, Agent or John Doe by Henry Smith
For a corporation	ABC Company, Inc. by John Doe, President (or other title)	John Doe, President or ABC Company, Inc. by John Doe
For a partnership	Smith and Jones by Henry Smith, Partner	Smith and Jones or Smith and Jones by Henry Smith
By Co-owners	John Smith Henry Jones, Co-owners	Smith and Jones or Smith and Jones by Henry Jones
By an Executor	John Doe, Executor of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, or John Doe, Executor

By an Administrator	John Doe, Administrator of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, or John Doe, Administrator
By a Guardian or Committee	John Doe, Guardian (or committee) of the estate of Henry Smith, Minor (or Incompetent)	John Doe, Guardian
By a Receiver or Liquidator	John Doe, Receiver (or Liquidator) of ABC Company	ABC Company or John Doe, Receiver
By a Trustee	John Doe, Trustee for the Heirs of the Henry Smith Estate	Heirs of the Henry Smith Estate, by John Doe, Trustee

The title of any State, county, municipal, or Federal officer must be given with his signature.

(7) All forms should be carefully checked in the local office of the Insular Division to insure that they have been correctly completed, that the data have been properly entered, and that no discrepancies exist as to data entered in various parts of the form.

(8) When an adequate supply of Forms IR-101 - Puerto Rico is completed, the forms should be carefully packed and shipped to Washington. In addition, transmittal sheets correctly filled out for each shipment, should be included in the shipment. Forms IR-101(a) are to be filed in the local office of the Insular Division.